

**Type:** Administrative**Authority:** CEO**Approval Date:** 5-22-18**Associated Documents:****ADM.2018.81.01 Purpose of the Collection**

1. In order to build research capability and more availability to archival materials, BMPL shall begin to collect and create digitized materials. These materials shall remain part of the public record and as such should be appropriate for public dissemination.
2. The Library collects and stores digital local history items through the Blue Mountains History Project. Staff and volunteers digitize items donated by the public and collected from the library's own archives.

ADM.2018.81.02 Criteria for Selection

1. Criteria guiding the selection of material included but is not limited to:
 - 1.1. Cultural and/or historical significance;
 - 1.2. Uniqueness and/or rarity of the material;
 - 1.3. Copyright status or permission to digitize obtained;
 - 1.4. Material in high demand;
 - 1.5. Material at risk because of its physical condition;
 - 1.6. Material at risk because of impending format obsolescence, such as sound and audio visual recordings;
 - 1.7. Meets the mandate of the collection; and
 - 1.8. Ability to properly and safely digitize the item.

ADM.2018.81.03 Digitization

1. In the area of genealogical records, digitization may be conducted for limited access for a distinct period of time, whereas public access becomes available at a set date or upon the death of those listed.
2. Digitalization is performed at the library following best practices. Copyright is respected where applicable.
3. The Digitization Team shall be responsible for:
 - 3.1. Overseeing and coordinating Library and Museum digitization projects;
 - 3.2. Identifying BMPL materials and collections to be digitized in consultation with subject specialists;
 - 3.3. Developing local guidelines in conformance with established standards and best practices for local digitization projects;
 - 3.4. Establishing and monitoring production processes for electronic reserves;
 - 3.5. Informing BMPL staff of the issues surrounding the preservation of digital resources and recommending preservation policies;
 - 3.6. Pursuing grant opportunities for local or cooperative digitization projects;
 - 3.7. Developing a budget for each new digitization project and submit estimates to the Board.

4. The Digitization Team shall be assigned by the CEO and may include the CEO, Curator, staff, volunteers, and members of the Board.

ADM.2018.81.04 Archival Collections

1. The various mandates of the library and museum can be seen as competing:
 - 1.1. As a public library the primary mandate of the Library's collection is to acquire materials which are available for circulation;
 - 1.2. As a museum the primary mandate is the collection and preservation of artefacts of relevance to the local communities.
2. The BMPL acknowledges the importance of maintaining the local history of TBM and its peoples. As such, BMPL, in partnership between its libraries and community museum, shall grow a repository of historical, rare, and significant materials for public viewing and access. This collection shall include, but is not limited to:
 - 1.1. Rare Book Collection;
 - 1.2. Genealogical materials;
 - 1.3. Maps; and
 - 1.4. Local artefacts such as Lithographs, pottery, and artisanship which could be both displayed within the Library and stored for future use within the Museum Collections and/or Library Collections.
2. Where possible, the digitization of materials will occur to both protect the original format and to make the content more readily available to the community's end users.

ADM.2018.81.05 Accessible Collections

1. BMPL shall provide physical access to collections, or advocate to changes required in order to make collections accessible while provided assistance in accessing collections that are physically limited due to the facility.
2. The public has access to digitized local history through the Blue Mountains History Project website. A low resolution copy of digital objects is available through the website. High resolution versions of these objects are maintained at the Library.
3. BMPL will meet all AODA requirements for formats and types of accommodations to those patrons who request materials providing:
 - 3.1. no undue hardship would occur; or
 - 3.2. the Curator has determined there is no potential of damage to the original format.
4. No charge for alternate formats will be made for AODA purposes. The CEO may place charges on alternate format requests for other personal or professional use purposes.

Original Approval: 5-22-18
Amended On: _____